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Chief, Management Staff

16 March 1956

Chief, G&M Staff (DD/I and DD/E Areas)

Work Report, Week Ending 15 March 1956.

1. Project 6-25, Personnel Records Survey

Survey phase completed; posting to analysis sheets 30% completed.

2. Project 6-16, Survey of Personnel Procedures

Commo installation of Manpower Control System is held up pending concurrence of the Budget Division. A meeting of all concerned was held in Mr. Mason's office and problems affecting adequate budgetary control were resolved. Concurrence is now expected.

3. Project 5-80, Review of Procedures, Printing Services Division

No change in status.

4. Project 5-1a, Fiscal Division

A meeting was held 13 February 1956 to consider a program for further mechanization of the payroll operation. Those attending were Chief and Deputy Chief, T&S and Chief and Assistant Chief, Machine Records Division, Office of the Comptroller and Mr. [redacted]. Subjects being considered are, computing pay from base salary rather than established normal; processing bonds, leave, change in type of time and attendance reports, and necessary controls needed for additional mechanization.

5. Project 6-24, Survey of Separation Procedures

Interviews with the Central Processing Branch reveal that CPB does not handle personnel who are separating; however, it does follow much the same procedure on personnel going overseas as the Counseling Branch does in separating personnel. However, CPB does nothing if the returnee announces his intention to resign.

Analysis of collection case folders is almost completed. There are 31 cases resulting from resignations which occurred in 1955; however, seven of these involved sums payable to the resignee. A majority of the other cases involved travel advances to DD/P personnel. A meeting has been scheduled with the Chief of the Property Audits Branch, Audit Staff to obtain his advice on the problem involving non-expendable property.

6. Project 5-46, ELINT Study

No change in status.

7. Project 5-73, OSI Reorganization

Mr. [redacted] has obtained a new functional statement from OSI for one of the questionable

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positions in the Fundamental Sciences Division. If the statement is satisfactory, the T/O should be ready for submittal to the DD/S. Branch functional statements are being written by the divisions and submitted to the Acting Executive Officer.

8. Project 5-62a, Survey of Industrial Register [REDACTED] No change in status. 25X1A9a

9. Project 5-62, Study of all Registers, OCR [REDACTED]. No change in status. 25X1A9a

10. Project 5-72, Cartographic Support Regulation [REDACTED]. No change in status. 25X1A9a

25X1A9a 11. Project 6-21, Study of Agency Clipping Services Provided by OCR and DD/P [REDACTED]. Mr. [REDACTED] met with the Executive Officer, OCR, and other interested parties for preliminary discussions regarding the present "News Clipping Service" furnished by the CIA Library. 25X1A9a

12. Project 6-14, Study of Overtime Practices. No change in status.

13. MS-808, Reorganization of Publications Unit, FDD. Several problems have arisen in connection with this T/O request requiring meeting with the Position Evaluation Division and the obtaining of additional information from FDD. First, there's no Publications Unit officially recognized on the T/O to reorganize; secondly, the proposed organization would create several supervisory positions as well as specialized proofreader positions at the expense of existing Clerk-Typist positions. Workload on the typing and proofreading has been requested from FDD. [REDACTED] 25X1A9a

25X1A9a 14. MS-793, Transfer of T/O Slot From CIA Library to the Printing Plant, OL. Completed. [REDACTED]

25X1A9a 15. MS-811, Change in T/O of the Office of the DD/I. In process. [REDACTED]

16. Miscellaneous

a. Analysis of Manpower Survey [REDACTED]. An examination of the documents on manpower utilization prepared in connection with the study by the House, Post Office and Civil Service Committee has been completed. The problems have been isolated and are now being prepared in final form for discussion. 25X1A9a

b. OCI Reorganization and Reduction of T/O to Ceiling [REDACTED]. Suggestions made to the Executive Officer relative to the proposed reorganization are under consideration together with the problem of transferring certain current economic intelligence functions and slots to OCR. 25X1A9a

25X1A9a c. Production Control System, Photo Intelligence Division, OCR [REDACTED]. Mr. [REDACTED] conferred with Messrs. [REDACTED] regarding the establishing of a "control" for a new photographic intelligence service being developed. 25X1A9a

to supply requests from within the Agency and from other government agencies. The representatives of PI were escorted through the Printing Plant, and the Production Control System, developed in collaboration between the Management Staff and the Printing Services Division, was explained and found to have considerable applicability to the PI problem.

d. Reduction of T/O to Ceiling, Offices and Staffs of the DD/S.
The majority of the major Offices have submitted requests for bringing T/O and ceiling into line. A meeting has been arranged for the 16th with the Personnel Officer, OTR to resolve problems in connection with the Offices' T/O, particularly positions at [REDACTED]. The Assistant Chief, Administrative Staff, Office of Logistics, reports that all divisions but one have been brought into line in Logistics and it is hoped that the Logistics T/O will be forwarded to the Management Staff on the 16th.

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e. Messrs. [REDACTED] attended the meeting on Executive Management Staff Work in Large Organizations and Mr. [REDACTED] attended the meeting on Automation and the Public Service sponsored by the American Society for Public Administration at their annual conference held at the Hotel Statler, Washington.

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